

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 1304210**

<b>Assistant Farm Products Inspector 1, NS</b>	<b>1304101</b>
<b>Assistant Farm Products Inspector 2, NS</b>	<b>1304102</b>
<b>Farm Products Inspector 1, NS</b>	<b>1304201</b>
<b>Farm Products Inspector 2, NS</b>	<b>1304202</b>
<b>Farm Products Inspector 3, NS</b>	<b>1304203</b>
<b>Farm Products Grading Inspector 1, Grade 14</b>	<b>1304210</b>
<b>Farm Products Grading Inspector 2, Grade 18</b>	<b>1304225</b>
<b>Farm Products Grading Inspector 3, Grade 23</b>	<b>1304235</b>
<b>Farm Products Grading Manager, M-2</b>	<b>6413000</b>

Brief Description of Class Series

These positions inspect, grade, certify and audit farm products at shipping, receiving and processing points in accordance with cooperative agreements with the United States Department of Agriculture (USDA) and other federal agencies to provide shippers and merchants with an unbiased third party product evaluation for settling disputes, establishing product value and certifying export and contract requirements, and improve the quality of products marketed in New York State.

These positions are located in the Department of Agriculture and Markets.

Distinguishing Characteristics

Assistant Farm Products Inspector 1 and 2 and Farm Products Inspector 1, 2 and 3 are in the non-competitive jurisdictional class and classified on a seasonal basis only. Most positions are filled at the first level; however, depending on work experience and the number of qualifying licenses for farm products, an individual may be appointed at a higher level. These positions function under the direct supervision of a Farm Products Grading Inspector 1 or 2 and independently conduct inspections at various geographic locations.

Farm Products Grading Inspectors 1, 2, and 3 and Farm Products Grading Manager are in the competitive jurisdictional class.

*Farm Products Grading Inspector 1:* entry level; independently conducts inspections of various farm products to certify commodity grade and condition in an assigned geographic region; independently conducts audits and investigations

to ensure compliance with State and federal quality and regulatory programs; and trains the seasonally employed inspectors.

*Farm Products Grading Inspector 2:* supervises Farm Products Grading Inspectors 1 in an assigned geographic area; assigns inspections; and trains seasonal and permanent inspectors in the conduct of inspection activities.

*Farm Products Grading Inspector 3:* supervises Farm Product Grading Inspectors 2 in an assigned geographic area; and oversees a Statewide farm products grading program.

*Farm Products Grading Manager:* one-position class assigned to central office; under the general direction of the Assistant Director Food Safety and Inspection, administers and directs all Statewide grading and certification programs.

### Related Classes

Food Inspectors conduct or supervise food safety inspections of food establishments to ensure sanitary, wholesome and pure food in accordance with applicable laws and regulations.

Horticultural Inspectors plan, manage and implement detection, response, inspection, auditing, investigation, surveillance and outreach activities to detect, eradicate or control plant pests of quantitative significance in an assigned geographic area.

Dairy Products Specialists perform or supervise on-site sanitary inspections and investigations of dairy products, producers, laboratories, processors and handlers to ensure that clean and wholesome products are produced and sold in a sanitary manner without deceptive practices.

The Food Safety Inspection Manager directs, coordinates, plans and evaluates all field Food Inspector 1, 2 and 3 inspection activities and programs.

### Illustrative Duties

*Assistant Farm Products Inspector 1 - 2*  
*Farm Products Inspector 1 - 3*

Inspects, grades and certifies commodities.

- Uses various measuring devices.

- Documents inspection data.
- Records data on prescribed forms.

Audits the farm product records.

- Conducts surveys to ensure correct labeling of the product.
- Applies USDA auditing standards.
- Writes audit report findings.

#### *Farm Products Grading Inspector 1*

Inspects various farm products at shipping, processing, and receiving points.

- Collects and documents inspection data and performs computations using statistical formulas and USDA standards to determine commodity grade and condition.
- Determines and certifies the physical characteristics of the product by selecting and physically retrieving representative samples, using standard procedures, and visually inspecting each piece of those samples, using various tools to determine relative size, shape, weight, color, odor, firmness, texture and the presence of flaws.
- Completes detailed inspection certificate(s) and other required forms to document inspection results.
- Computes amount of inspection fee, using work time data and formulas, to ensure that appropriate fees are charged.

Conducts audits of farm and food establishments.

- Performs on-site evaluations to determine compliance with USDA Country of Origin Labeling (COOL), Good Agricultural Practices (GAP) and Good Handling Practices (GHP) establishments, and Farmers Market Nutrition Program (FMNP) requirements; and visits retail establishments to determine compliance with State and federal laws.

#### *Farm Products Grading Inspector 2*

Plans and directs inspection activities.

- Assigns tasks to staff and maintains work schedules that meet program goals and efficient and effective utilization of staff.

- Reviews inspectors' narrative reports of activities and the inspection certificates for accuracy and completion; trains inspectors in inspection techniques for commodities with which they are unfamiliar or not certified to inspect; and answers inspectors' questions on procedures and difficult assignments.
- May conduct more difficult inspections, investigations and related activities, including oversight of division programs.
- Evaluates inspectors' work performance, prepares counseling memos and approves time off.

### *Farm Products Grading Inspector 3*

Administers farm products inspection programs and regulatory procedures for an assigned geographic area.

- Receives and processes requests from shippers and merchants for inspection services and determines the scope of the inspection.
- Evaluates inspection problems with management.
- Maintains work schedules that meet program goals and provide for the efficient and effective utilization of staff.
- Disseminates to staff any changes in policies and procedures.
- Assists with the development of, and makes recommendations on policies and procedures.
- Enforces inspection standards and ensures uniform application of inspection procedures.
- Provides direction and training to the inspectors.
- Reviews and approves inspection reports and evaluates program effectiveness.

### *Farm Products Grading Manager*

- Administers all Statewide farm products grading, certification and inspection programs and regulatory procedures.
- Manages permanent and seasonal farm products and grading inspection and main office staff.

- Ensures staff is trained and licensed to perform specialty farm products grading assignments to meet program demands.
- Negotiates and implements cooperative agreements between the Department and various federal agencies.
- Enforces and monitors regulations on a Statewide basis.
- Oversees financial activities related to the farm products grading and certification program, such as billing procedures for reimbursement of grading and certification services, and collection of penalty and violation fees.

### Minimum Qualifications

#### *Assistant Farm Products Inspector 1*

Non-Competitive: Thirty college credits.

#### *Assistant Farm Products Inspector 2*

Non-Competitive: One year of farm product inspection experience and four minor or one major farm product inspection license.

#### *Farm Products Inspector 1*

Non-Competitive: Two years of farm product inspection experience and six minor or four major farm product inspection licenses.

#### *Farm Products Inspector 2*

Non-Competitive: Four years of farm product inspection experience and more than six minor or more than four major farm product inspection licenses, or possession of a collaborator license to inspect at least one or more farm products that are imported into the State.

#### *Farm Products Inspector 3*

Non-Competitive: Six years of inspection experience and more than six minor or more than four major farm product inspection licenses, or possession of a collaborator license to inspect at least one or more farm products that are imported into the State.

### *Farm Products Grading Inspector 1*

Open Competitive:

1. Associate's Degree in agriculture, agriculture business, agronomy, animal science, biology, biological science, botany, conservation, dairy science, entomology, environmental health, fishery science or aquaculture, food marketing, food science, food services technology, horticulture (including fruit and vegetable science), microbiology, nutrition or dietetics, poultry science, science lab technology, or zoology; or
2. Two years of experience in inspecting farm products for a State or federal agency and a license issued within the last two years by a federal or State agency to inspect one farm product.
3. Associate's Degree in any field and three months of experience in inspecting farm products for a State or federal agency and a license issued within the last two years by a federal or State agency to inspect one farm product.
4. Sixty college credit hours which included or was supplemented by eighteen specialized credit hours in: agriculture business, agronomy, animal science, biology science, botany, conservation, dairy science, entomology, environmental health, fishery or aquaculture, food marketing, food science, food services technology, horticulture (including fruit and vegetable science), microbiology, nutrition or dietetics, poultry science, science lab technology or zoology.

Prior to an appointment to a Farm Products Grading Inspector 1 position, the candidate must pass a physical/medical exam and agility test given by the Employee Health Service.

### *Farm Products Grading Inspector 2*

Promotion: one year of service as a Farm Products Grading Inspector 1.

### *Farm Products Grading Inspector 3*

Promotion: one year of service as a Farm Products Grading Inspector 2.

### *Farm Products Grading Manager*

Promotion: one year of service as a Farm Products Grading Inspector 3.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications

above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 7/2015